

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101**

CAAG-SP

5 May 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-07 - Expires 25 May 2010

1. The Military Department is accepting applications for the State Active Duty permanent position indicated below. This position provides an initial appointment greater than six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The officer selected for this position will be paid at their federal, retired or California State Military Reserve pay grade, not to exceed 0-4.*** This vacancy announcement will expire on 25 May 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4 and 5 and the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Sustainment, Restoration, and Modernization (SRM)
Project Manager (SAD 0-4) |
| b. EMPLOYMENT LOCATION: | Joint Force Headquarters, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 21 June 2010 |
| d. SELECTING SUPERVISOR: | Director, Construction and Facilities Management Office |

3. The basic qualification requirements are:

- a. **Military:** Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of 0-3 through 0-5 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required. Military and civilian construction or engineering backgrounds is required. Knowledge of techniques used in the construction and maintenance field is required. Special consideration will be given to applicants who have had experience managing budgets or performing estimating duties. ***Attach documentation to support these requirements.***
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing.
- e. Must possess strong administrative management skills and be able to make timely, well-considered decisions; must be able to exercise independent judgment and use initiative in organization and supervision.
- f. Must be able to travel and remain overnight when necessary.
- g. Must have operational knowledge of the National Guard organization and the chain of command.
- h. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California

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Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

i. Appropriate military uniform with federally recognized, or CSMR recognized, rank and will be worn in accordance with military regulation.

4. Desirable qualifications include:

- a. Ability to be flexible with job completion requirements and be able to work well under pressure.
- b. Comfortable with preparing and giving briefings to higher staff elements.

5. Principal duty functions:

The incumbent, working under the direction of the Chief, Facilities Operations and Maintenance (FO&M) Branch;

a. Provides direct supervision of staff functions involved with the SRM installation activities for the CA ARNG. Analyzes, reviews, assists, and coordinates the execution of the SRM installation program requirements. Gathers data in preparing architectural and construction standards for size, type, and costs of structures, methods of construction, and optimum space utilization pertaining to the functional and operational needs of agency programs; makes analyses; develops facts; and prepares reports on priority or acceptability of requested SRM projects.

b. Administers, coordinates, and verifies design work performed by Architect and Engineer (A&E) firms. Assists in the preparation of design scopes that reference criteria and established standards. Participates in the selection and recommendation of A&E firms for award of design contracts. Schedules design developments and obtains approval at each design stage. Responsible for reviewing, accepting, or amending work by A&E firms and rejecting work not meeting established standards. Reviews payment requests for accuracy, verifies work billed, and recommends payment. In coordination with the Contracting Officer and Facilities Operations Specialist, oversees bidding processes and recommends award of construction contracts. Coordinates and verifies construction work performed by contractors.

c. Supervises staff investigations of SRM installation requests to determine propriety. Validates initial scopes of SRM projects, develops detailed project milestones and time lines, and meets suspense requirements.

d. Coordinates with military, Federal, State, and local government agencies on matters concerning fire prevention, protection, and suppression. Coordinates SRM installation projects with the Safety and Occupational Health Office, the CFMO Energy Manager, and the Environmental Directorate on work related matters.

e. Represents the Chief, FO&M and directorate staff at meetings and briefings as required. Develops and presents briefings on SRM installation activities. Coordinates and synchronizes SRM installation program requirements at supported ARNG facilities as necessary.

f. Assists the Chief, FO&M with training, mentoring, and developing ARNG construction project officers/managers/and analysts. May be required to perform additional supervision duties on a frequent basis.

g. Performs staff planning and coordination as part of the Joint Logistics function at JFHQ. Participates in J4 Logistics Operations in support of State and Federal emergency or disaster response requirements on a 24/7 basis, as needed.

h. Performs other duties as assigned.

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6. The officer selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad/aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 25 May 2010. Applications will not be accepted via fax or e-mail. Only applicants currently serving on active duty Title 10 OCONUS orders may submit their applications, along with all required documentation, via e-mail to cheryl.arbaugh@ng.army.mil. Submit T10 orders with e-mailed documents.

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (5 May 10)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached verification of your military and civilian educational certificates?	